

TITLE, SERIES, GRADE: Training Specialist
GS-1712-14

SALARY RANGE: GS-14: \$93,822 - \$121,967 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-093

AREA OF CONSIDERATION: All U.S. Citizens and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 11/02/07

CLOSING DATE: until filled

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITION IS FILLED.

Join the world's largest law office and the central agency for enforcement of federal laws! The U.S. Department of Justice enforces the law and defends the interest of the United States while ensuring public safety by preventing crime, seeking punishment of those guilty of unlawful behavior and ensuring fair and impartial administration of Justice for all Americans.

The Criminal Division develops, enforces, and supervises the applications of criminal laws. Our team provides a wide variety of legal expertise on issues ranging from asset forfeiture and money laundering to child exploitation and obscenity to intellectual property crime and cybercrime to human rights.

This position is located in the Strategic Services Unit for the International Criminal Investigative Training Assistance Program (ICITAP). ICITAP is an international law enforcement development organization under the Criminal Division in the Department of Justice and receives program funding from the U.S. Department of State, the U.S. Agency for International Development, the Millennium Challenge Corporation, and the Department of Defense. ICITAP has active programs in approximately 50 countries worldwide. The work of ICITAP is extremely sensitive, involving both foreign policy and law enforcement issues, and is highly visible to the U.S. and foreign media.

DUTY LOCATION(S): Department of Justice, Criminal Division, International Criminal Investigative Training Assistance Program, Washington, DC

NUMBER OF VACANCIES: One Position

JOB SUMMARY

- Leads the design, development and implementation of ICITAP's approach to training and to curriculum standards, in consultation with the ICITAP management team and based on

instructional systems design principles and adult learning theory.

- Challenges existing solutions and suggest new and innovative enhancements that will continuously improve the quality of ICITAP's training program and curriculum resources.
- Interprets ICITAP's business requirements (e.g., highly scalable, global platform), to define the conceptual design and technical requirements of information technology solutions for training and curriculum development and management problems, taking into account Criminal Division rules and regulations.
- Advises senior management on implementation options and impact from a technical as well as a business perspective.
- Performs detailed review and analysis during the selection of training and curriculum management tools or vendors from key technology requirements.
- Leads the establishment of external relationships (with state Police Officer Standards and Training (POST) boards, for example) for acquiring ICITAP training program content and resources.
- Leads the development of new training programs, curricula, and materials, and the evaluation, updating, and maintenance of the current inventory of training programs, curricula, and materials.
- Develops and implements a process for gathering data and incorporating input from internal and external subject matter experts and stakeholders on international law enforcement training methods, standards, topics and skill sets required of graduates, and for the review and evaluation of possible new ICITAP training program concepts and materials.
- Leads the development and implementation of an organizational learning strategy to ensure enterprise-wide knowledge and use of ICITAP training methods, tools, and resources.
- Contributes to the contracting process to ensure all key actions are addressed.
- In coordination with the contracting officer, prepares requests for proposals, scopes of work, and task orders, and other contract-related documents as required.
- Plans and monitors budget to deliver training programs and curriculum on budget and on time.
- Provides oversight to a team of employees and contractors in the research, development, and revision of outcome-based curriculum materials to meet ICITAP standards and to support overseas implementation of training programs.
- Researches and writes curricula on law enforcement topics clearly, concisely, and in accordance with professional standards of style and grammatical correctness.
- Researches, designs, develops, and implements multiple learning modalities, including the use of technology to deliver instruction.
- Designs and implements a system to directly assess student learning and evaluate the effectiveness of ICITAP training programs and courses, to ensure relevancy with respect to the ICITAP mission and the host-country needs and capabilities.
- Assists in the preparation of reports to funding agencies, inspectors and auditors.
- Participates in Strategic Services Unit meeting and projects.
- Makes presentations to senior management, funders, and other stakeholders about ICITAP's approach to training and curriculum.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

DESIRABLE:

- 1) Experience in the development of training programs and curriculum in the field of law enforcement.
- 2) Experience working the criminal justice system.
- 3) Experience working in the field of international development.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Ability to develop, implement, and operationalize best practices in a training and curriculum development and management program.
- 2) Knowledge of current instructional design theories, educational technology, adult learning principles or a related field.
- 3) Ability to coordinate the implementation of an information technology tool, to include the development of business requirements.
- 4) Ability to apply quantitative and qualitative methods for the assessment and improvement of training programs and curriculum resources (e.g., needs analysis design/development, delivery, evaluation).
- 5) Ability to research and write curricula about complex issues clearly and concisely.
- 6) Ability to present ideas and build consensus when working with colleagues, stakeholders, focus groups and project teams.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, training, types of official recognition received, and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested

information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV and/or faxed to 202-353-0775.

- Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.

- Applications mailed in government franked envelopes will result in non-consideration for this position. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

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